

# UNITED STATES COURT OF APPEALS

District of Columbia Circuit



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**Position Title: PROPERTY AND PROCUREMENT SPECIALIST**

**Vacancy Announcement Number: USCA-05-05**

**Salary Range: \$34,680 - \$68,209 (CL-25/CL-27, comparable to GS-9/11),  
depending on qualifications.**

**Position Location: WASHINGTON, D.C.**

**Opening Date: August 15, 2005**

**Closing Date: OPEN UNTIL FILLED.**

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**POSITION SUMMARY:** The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking a highly qualified, reliable individual to serve as a property and procurement specialist.

**RESPONSIBILITIES:** Responsible for the procurement and delivery of goods and services in support of the operational requirements of the judicial chambers and offices of the Court. The incumbent procures supplies, equipment, furniture and services from government and non-government sources; procures and monitors equipment maintenance and rental agreements; maintains procurement records, property records and inventories; reconciles accounts; assists in the budget process; assists with space and facilities projects, including office moves; and provides administrative support as necessary.

**QUALIFICATIONS:** Applicant must be a high school graduate or equivalent and have at least three years general experience. For the minimum salary, applicant must have one year specialized experience, including one year equivalent to work at the CL-23 level. To be considered for a CL-27 salary, applicant must have at least two years specialized experience equivalent to work at the CL-25 level.

Federal procurement experience, as well as experience in a federal court, state court or legal setting is highly desirable. Excellent tact, judgment, flexibility, the ability to handle a high volume of work, and the ability to prioritize are essential. Applicant must be detailed-oriented and have excellent organizational skills. Applicant must have effective oral and written communication skills appropriate with communicating with judicial officers and their staff.

**TERMS:** The first year of employment is considered a probationary period.

**REQUIREMENTS:** Because the D.C. Circuit entertains a large number of high-profile and

sealed cases, employees are subject to strict confidentiality requirements. In addition, the selectee is subject to a background check as a condition of employment.

**Applicants must be United States citizens or eligible to work in the United States. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.**

**Send résumé to:**

**U.S. Court of Appeals for the D.C. Circuit  
E. Barrett Prettyman U.S. Courthouse  
333 Constitution Avenue, N.W., Room 5434  
Washington, D.C. 20001-2866  
Attn: Valory Miller, Personnel Specialist  
Announcement # USCA-05-05**